



## Job Posting

### MACOMB TOWNSHIP IS RECRUITING FOR:

Department: Varies

**Position: Part- Time Receptionist**

OPEN: August 7, 2015

Salary: \$16.48/hr.

Union: MTPEA, MAPE

CLOSE: OPEN

#### ***Duties:***

Under direction of the Department Head, this position is responsible for greeting and directing any patrons to various departments. This position will also direct incoming phone calls to the appropriate areas. Must possess strong interpersonal and communication skills. **Please refer to the position description for a full listing of duties, requirements, skills and abilities.** (Not All-Inclusive). This position is for 5 months out of the year – 28 hours a week.

#### ***Requirements:***

HS/GED Required, Associates Degree preferred. Demonstrated proficiency using Microsoft Office Suite including: word, excel and power point. BS & A experience preferred.

#### ***Special Instructions:***

- **Proof of education must be submitted with a Resume, Cover Letter and completed Application.**
- Applicants will be notified as to the status of their application.
- Applicants must possess a valid Michigan driver's license in good standing.

***Apply:*** Resumes & Applications should be sent to:

Macomb Township

Human Resources Department - SA

54111 Broughton Road4

Macomb, MI 48042

For Questions: (586) 992-0710 Ext. 2293

#### ***Equal Opportunity Employer***

Macomb Township does not discriminate against persons with disabilities in employment or in the process of services. If you have a disability and may need accommodations in order to participate in the process, please contact the Human Resources Department at least two (2) working days in advance of the date needed.

#### ***Applicants:***

If you are interested in this position please submit a letter of interest, application as well as copy of your resume to the Human Resources Department within the appropriate time frame. For more information visit contact Human Resources.